

IX. PAY SETTING

Employees should be paid fairly and equitably. Appropriate AF instructions/guidance, local pay setting policies and local bargaining unit agreements will be applied. Pay will be set by AFPC. AFPC will work with CPF/management, as needed, in determining pay.

Source of Authority: Chapter 53 of Title 5, United States Code; Part 531 of Title 5, Code of Federal Regulations; AFI 36-802, Pay Setting, Case Law & Comptroller General Decisions; Title 38, Health Care Occupations; Title 29, Fair Labor Standards Act; Part 530 of Title 5, CFR (Pay Rates & Sys Gen), Part 532 (Prevailing Rate System), Part 534, (Pay Under Other Systems), Part 536, (Grade and Pay Retention), Part 550, (Pay Administration-General), Part 551, (Pay Administration under FLSA), Part 575, (Recruitment and Relocation Bonuses; Retention Allowances; Supervisory Differentials), and Part 576, (Waiver of repayment of VSIP Payments); Federal Register, Vol 64, No 5, January 1999 for Acquisition Demo

	ROLES AND RESPONSIBILITIES	CPF/ MGT	AFPC
1.	Processes newly implemented pay schedules, locality adjustments, special rate adjustments, Within-Grade Increase (WGI), etc.		X
2.	CPF establishes local pay setting policies and forwards copies to AFPC	X	
3.	CPF provides AFPC with documentation on special pay setting decisions (rates for special qualifications, exceptions to pay setting policy, etc.)	X	
4.	Determines pay for new hires, pay retention, promotion, CTLG, experts/consultants, etc. Works with CPF/Mgt, as needed	X (For Acq Demo)	X
5.	Management coordinates decision to utilize Federal Employee Pay Comparability Act (FEPCA) with CPF	X	
6.	CPF determines eligibility for and applies FEPCA provisions IAW AFI 36-802, in consultation with Mgt, MAJCOM, HAF, and AFPC	X	
7.	Processes FEPCA entitlements IAW AFI 36-802		X
8.	Prepares and provides justification to OPM to obtain Special Pay Schedule (e.g., physicians, engineers, nurses, clerical, translators, etc.)	X	
9.	Provides CPF with hiring data to obtain Special Pay Schedules, upon request		X
10.	Management notifies CPF of decision to postpone/withhold employee WGI	X	
11.	CPF notifies AFPC normally 30 days prior to effective date of WGI of the decision to delay processing of WGI	X	

12.	CPF prepares, completes and inputs RPA into Modern DCPDS for denial of WGI. CPF will notify AFPC servicing specialist of this input.	X	
13.	Management and CPF manage Quality Step Increase (QSI) for employees. CPF prepares RPA and inputs action into Modern DCPDS. CPF will notify AFPC servicing specialist of this input	X	
14.	CPF identifies positions subject to approved pay allowances	X	
15.	CPF notifies AFPC of declination of reasonable offer for employees on grade and/or pay retention (local priority candidates). Prepares RPA and forwards to AFPC (see chap IV-Block 30)	X	
16.	CPF submits RPAs to effect special pay adjustments for firefighters under 5 CFR 550.1308	X	
17.	SES Pay Adj (Chg in Pay Lvl)*: Creates and forwards RPA for step increases when authorized by AFSEMO.	X	
18.	Processes and authenticates RPA.		X
19.	SES Pay Adj (General Change)**: Creates and forwards RPA for general (annual) pay adjustment when authorized by Executive Order.	X	
20.	Inputs action via Modern DCPDS and updates HR.		X
21.	Expiration of Grade Retention: See Chapter 4, Block 30		

*Only for specific individuals, authorized by AFSEMO, effective 1st pp o/a 1 Oct.

For all ST/SL. For SES/IE, only **if authorized by E.O., effective 1 pp o/a 1 Jan.